# EVERETT COMMUNITY COLLEGE

*Learn about these areas of study…*

# OPEN HOUSE

## Tribal Business Technology Certificate

**FALL 2015** courses offered at the **Tulalip College Center**

- Business English • Business Computations
- Introduction to Tribal Governance • Mentorship
- Records Management • Introduction to MS Word
- Word Processing • Computer Literacy • Keyboarding
- Databases • PowerPoint • Spreadsheets

## SEPTEMBER 17
### 5-7 PM
**Dining Area, 2nd Fl, Admin. Bldg.**

**\* RSVP: 360-716-4888, Higher ED
or highered@tulaliptribes-nsn.gov**

*For more information:*
*Michael Chaplin, 425-388-9964 or mchaplin@everettcc.edu*
*Jayne Joyner, 360-716-4892 or jjoyner@everettcc.edu*

**Tulalip College Center** • 7707 36th Ave NW Building C-1&2
(next to Boys & Girls Club)

***Space is limited.*** Enrollment is open to, and books/tuition are FREE, for (in order) Tulalip Tribal members; spouses & parents of Tulalip Tribal members; other Native Americans; and employees of Tulalip Tribes

*EVCC Students May Enroll at the First Class Session.*

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# EVERETT COMMUNITY COLLEGE  EDMONDS COMMUNITY COLLEGE

## Classes begin Monday, September 21
*"Tribal Technology Certificate" (EverettCC)*

**Keyboarding—Speed & Accuracy**    Tue & Thu, 4—6 pm
Introduces keying-by-touch emphasizing correct ergonomics, speed & accuracy. Includes techniques for editing, saving, opening & closing documents and application of skills to personal letters, reports.

**Business English**    Mon & Wed, 12—2 pm
Review of abbreviations, capitalization, grammar, possessives, punctuation & spelling. Includes proof reading & editing.

**Business Computations**    Tue & Thu , 12—2 pm
Apply mathematical concepts using numerical data in Excel to complete business applications. Create formulas and use functions of Excel to compute basic math operations, etc. Office 2010 Version.

**Records Management**    Mon & Wed, 9—11 am
Creation, maintenance and disposition of records. Retrieving and storing records utilizing manual and computer based programs.

**Introduction to Microsoft Word**    Tue & Thu , 9—11 am
Introduces word processing functions and applications using MS Word. Covers creating revising, formatting, saving and retrieving documents, file management, merge, typeface selection, creating tables, using pagination and much more. MS Office 2013 version.

**Intro. to Tribal Governance**    5 Fridays,
**Oct 2, 16, 30  Nov 6, 20**    Examination of the legal system, its rules and regulations regarding Native Americans, including application of Federal, State &Tribal statutory and case law, rules relating to treaty interpretation & legal status of Native Americans and Tribal Governments including constitutional rights.

**Mentorship**    Arranged with instructor
Provides students with a supervised work environment to apply their management, marketing and operations knowledge while fostering professional growth.

**Computer Literacy**    Tue & Thu , 9—11 am
CL 101—Introduction to Windows environment and MS Office.
CL 102—Using computers/Managing Files
CL 103—Word Processing
CL 104—Spreadsheets        *Supervised Computer Labs*
CL 105—Databases        *for CL 101– CL 106 classes*
CL 106—PowerPoint
**NOTE:** Non-traditional class format. Several classes taught by one instructor.

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**Supervision Basics (Edmonds CC)**    9 Tuesdays, 3-5 pm\*
New, experienced or future supervisors. Defining & growing in a Super vision role; leading and motivating individuals & teams; managing time; setting goals, prioritizing, delegating; evaluating and improving performance, & working with difficult situations.

**Enrollment information: Email instructor** Karen Lamoreux (klamor@edcc.edu) for sign-up & class start/end dates.